



**PLACER COUNTY PLANNING DEPARTMENT**  
11414 "B" Avenue, Auburn, CA 95603  
(530) 889-7470 FAX (530) 889-7499

**SIGN PERMIT APPLICATION**

PURSUANT TO A POLICY OF THE BOARD OF SUPERVISORS, THE PLANNING DEPARTMENT CANNOT ACCEPT APPLICATIONS ON TAX DELINQUENT PROPERTY. APPLICATIONS AFFECTING PROPERTY WITH ZONING VIOLATIONS, OR OTHER VIOLATIONS OF COUNTY CODE, MAY BE REJECTED.

--Office Use Only--

Accepted By \_\_\_\_\_  
\$ \_\_\_\_\_ Receipt # \_\_\_\_\_  
Other Permits which this project requires:  
CUP- \_\_\_\_\_ DSA- \_\_\_\_\_ VAA- \_\_\_\_\_

Sign Permit # \_\_\_\_\_  
Date received \_\_\_\_\_  
Zoning \_\_\_\_\_

--TO BE COMPLETED BY APPLICANT--

1. Name of Project \_\_\_\_\_
2. Assessor's Parcel Number \_\_\_\_\_
3. General Project Location \_\_\_\_\_
4. Applicant \_\_\_\_\_  
Address \_\_\_\_\_  
City State Zip Code  
Telephone \_\_\_\_\_
5. Property Owner \_\_\_\_\_  
Address \_\_\_\_\_  
City State Zip Code  
Telephone \_\_\_\_\_
6. Contractor's Name \_\_\_\_\_  
Address \_\_\_\_\_  
City State Zip Code  
Telephone \_\_\_\_\_
7. Signage Proposed:  
Type: Freestanding \_\_\_\_\_ Building \_\_\_\_\_ Directional \_\_\_\_\_ Other \_\_\_\_\_  
Size (sq. ft.) \_\_\_\_\_ Height \_\_\_\_\_  
Location(s) \_\_\_\_\_  
Linear frontage of parcel \_\_\_\_\_ Linear frontage of building \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

--Office Use Only--

Application: Approved \_\_\_\_\_ Denied \_\_\_\_\_  
Approved Sign Size: Dimensions \_\_\_\_\_ Square Feet \_\_\_\_\_  
Approved Sign Height: \_\_\_\_\_  
Remarks: \_\_\_\_\_

## **FILING INSTRUCTIONS - SIGN PERMIT**

### **PURPOSE AND PROCEDURE**

A Sign Permit shall be required for all signs in Design Corridor (-DC) zoned areas and in all other areas where signs exceed fifteen (15) square feet in area (Section 10.090 of the Zoning Ordinance).

A sign initially approved and for which a permit is required shall not thereafter be modified, altered, or replaced. In addition, any design elements of any building or lot upon which such sign is maintained shall not be modified, altered, or replaced if any such design element constituted a basis for approval of such sign. Modification of any of the above elements will require additional application and approvals by the County.

In any zone district with a "-Dc," "-Dh," or "-Ds" designation, the Design/Site Review Committee will review all applications and approve, deny, or conditionally approve any proposed signage. All other applications may be reviewed by Planning Department staff. The application will then be returned to the applicant who may accept the review or appeal it in writing with the appropriate fees within 10 days of the decision on the project.

By ordinance, the Planning Department has the following review time limits:

1. Within 30 days of acceptance of a complete application.
2. Where a Citizen's Design Site Review Committee has been established, the Committee shall review and make comments to the Planning Department within 14 days of the filing of a complete application.

### **FILING INSTRUCTIONS**

Submit current filing fee and three copies (5 if located in the Tahoe basin) of the proposed plan with the following information included:

1. A site plan which shows:
  - a. North arrow and scale
  - b. Lot location, dimensions, and roadways.
  - c. Location and use of existing building(s) and building dimensions.
  - d. For freestanding signs, indicate the proposed location of the sign and distance from any property lines.
  - e. For building signs, indicate the proposed building elevations where the sign is to be mounted.
  - f. Locate all existing freestanding signs and indicate their dimensions and distance from any property lines (photos are helpful and may be required).
  - g. Locate all existing building signs and indicate their dimensions. Again photos are helpful and may be required.
  - h. Colors and materials of existing buildings.
2. All sign applications shall include a drawing which shows:
  - a. Dimensions of proposed signs
  - b. Colors and materials
  - c. Colors and materials of area on which building signs will be mounted.
  - d. Letter height
  - e. Lighting (source and wattage)
  - f. Lineal footage of tenant frontage (if appropriate).

The Sign Permit is valid for two years unless exercised by actual placement of the sign(s) on-site. Extensions of time may be granted for no more than a total of three years as provided by Section 20.160(C) of the Zoning Ordinance.